

2015 LATINO FESTIVAL VENDOR APPLICATION

Saturday, September 26, 2015

12 p.m. – 5 p.m.

Rock Quarry Park (701 Stadium Drive)

Rain Location: Holton Career and Resource Center (401 N. Driver Street)

FEES

	City Resident	Non-City Resident
Food:	\$125.00 + \$50 = \$175	\$140.00 + \$65.00 = \$205.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$65)</i>		
Education/Non-profit:	\$30.00	\$45.00
Artists/Natural Crafts:	\$50.00	\$65.00
Non-food vendors:	\$100.00	\$115.00

****Fees must be paid in full at the time of application submission. ****

APPLICATION DEADLINE

NO applications accepted after **September 11, 2015.**

INSURANCE REQUIREMENTS

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all food vendors to obtain their own insurance, naming the City of Durham as an additional certificate holder, with combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance **must be included with this application.**

PERMITS

1. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines and inspections (919-560-7800).
3. All licenses and permits (if applicable) must be submitted with application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage of works exhibited during the Latino Festival. If insurance is desired, it must be purchased by the vendor.

PAYMENTS

- Payment Options: Cash, Money Order, Check, MasterCard, or Visa
- Write Checks or Money Orders to "City of Durham: Parks and Recreation"

RAIN PROCEDURE

- In the case of rain, all vendors are responsible for covering their space, unit and/or products.

- If there is inclement weather (i.e. thunderstorms, heavy rain), the festival coordinators will make the decision to move the event to Holton the day before or day of.
- The City of Durham is not responsible for any loss resulting from adverse weather conditions.

REFUNDS

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

SET-UP

- Food vendors will only sell at their designated location and only the food they registered to sell. Set-up should be **COMPLETE** by **11 a.m.**
- The park will be open at 9 a.m. for vendors to start set-up; NO vendors are allowed to setup before 9 a.m.
- Vendors and booth attendants should leave their areas clean after breakdown, **NO later than 6 p.m.**
- Vendor space is limited to one 10x10 tent. Anything more than this should pay for an additional vendor space in full increments.
- **Durham Parks & Recreation will NOT provide any equipment to vendors. (Tents, tables, chairs, etc.)**
- **ALL tents, including 10x10's, must be properly secured in preparation for rain and/or high winds. Vendors will be responsible for any damage from tents not being properly secured.**

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www.DPRPlayMore.org

Application Deadline – September 11, 2015



Return Application By Mail To:

Durham Parks & Recreation
Attn: Latino Festival
101 City Hall Plaza
Durham, NC 27701

or

Return Application In Person:

Durham Parks & Recreation
400 Cleveland Street
Durham, NC 27701

If you have any questions about this application or about vendor regulations, contact Tina Chavis, Special Events Coordinator, at 919-560-4355 or by email: Tina.Chavis@durhamnc.gov

SPACE IS LIMITED!

**Applications will be accepted during the hours of 9 a.m. until 5 p.m.,
Monday thru Friday until all rental spaces are filled.**

To ensure variety and quality, Latino Festival organizers reserve the right to limit vendors whose products are significantly similar. Please provide detailed information to enhance your consideration for selection. Applications received without this information will not be considered. **Payment In Full Must Accompany Application.**

Name _____

Business Name/Organization _____

Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Mobile _____

E-Mail Address _____

Category: *(check one)*

- ☐ Food: *(circle one)* Mobile Food Unit Peddler Push Cart
☐ Education/Non-profit *(301 or 501 status)*
☐ Artist/Natural Craft
☐ Non-food vendor/business

MENU ITEMS AND PRICES: This section **MUST** be complete!

Size of Canopy/Tent: _____

Food: Y N

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

Beverages: Y N

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

Non-Food/Information/Artist: Y N

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

I hereby affirm that I have read and do understand all instructions and guidelines in the Latino Festival Application form and information packet. I agree to comply with all Latino Festival rules/guidelines and my failure to do so will result in my removal from the Festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Latino Festival Event Coordinator.

Signature of Applicant

Date

DPR/Latino Festival Application: **revised 12/2014**

For Office Use Only

Date Rec'd: _____

By Mail_____ In Person_____

Approved_____ Denied_____